*Springfield Library*

Manager’s Report

September 2022

Presented to the Board of Directors by Hanna Conbeer, Library Manager

**Visitor Statistics**  **Circulation Statistics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month  | 2019 | 2020 | 2021 | 2022 |
| January  | 515 | 296 | 24 | 209 |
| February  | 284 | 126 | 46 | 277 |
| March  | 332 | 119 | 42 | 287 |
| April  | 394 | 0 | 52 | 197 |
| May  | 334 | 0 | 88 | 207 |
| June  | 398 | 0 | 188 | 250 |
| July  | 606 | 0 | 203 | 313 |
| August  | 397 | 27 | 134 | 301 |
| September  | 284 | 14 | 171 | 215 |
| October  | 326 | 18 | 195 |  |
| November  | 293 | 10 | 142 |  |
| December  | ? | 11 | 219 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Month  | 2020 | 2021 | 2022 |
| January  |  | 102 | 366 |
| February  |  | 255 | 463 |
| March  |  | 267 | 639 |
| April  |  | 288 | 301 |
| May  |  | 203 | 372 |
| June  |  | 205 | 420 |
| July  |  | 304 | 487 |
| August  |  | 337 | 581 |
| September  |  | 358 | 418 |
| October  | 60 | 386 |  |
| November  | 23 | 444 |  |
| December  | 20 | 365 |  |

### **E-Book Circulation Statistics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month  | 2019 | 2020 | 2021 | 2022 |
|  | Ebooks | Audiobooks | Ebooks | Audiobooks | Ebooks | Audiobooks | Ebooks | Audiobooks | Magazines |
| January  | 14 | 7 | 2 | 16 | 6 | 4 | 14 | 12 |  |
| February  | 35 | 14 | 2 | 15 | 9 | 6 | 7 | 18 |  |
| March  | 21 | 13 | 12 | 17 | 4 | 8 | 10 | 8 |  |
| April  | 21 | 19 | 10 | 11 | 5 | 6 | 6 | 10 |  |
| May  | 15 | 5 | 10 | 7 | 7 | 8 | 4 | 3 |  |
| June  | 10 | 8 | 8 | 14 | 13 | 4 | 11 | 2 |  |
| July  | 9 | 3 | 10 | 14 | 13 | 3 | 13 | 11 |  |
| August  | 16 | 5 | 15 | 12 | 3 | 1 | 5 | 11 |  |
| September  | 9 | 10 | 5 | 6 | 5 | 0 | 11 | 11 | 1 |
| October  | 6 | 6 | 17 | 10 | 10 | 0 |  |  |  |
| November  | 8 | 10 | 8 | 26 | 16 | 11 |  |  |  |
| December  | 3 | 9 | 8 | 22 | 13 | 11 |  |  |  |

## Programming

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Program | Adult/Child/Youth | Attendance Adults | Attendance Children 0-5 | Attendance Children 6-11 | Attendance Youth 12-18 |
| Thu. September 1 | Art Group | Adult | 2 |  |  |  |
| Saturday September 3 | Lego Club  | Child All Ages | 0 |  |  |  |
| Wednesday September 7 | Storytime | Child 0-5 | 3 | 4 | 1 |  |
|  | Russian History Museum Presentation  | Adult | 5 |  |  |  |
| Tuesday September 13 | Writers Group  | Adult | 5 |  |  |  |
| Wednesday September 14 | Storytime  | Child 0-5 | 3 | 7 | 4 |  |
| Thursday, September 15 | Art Group | Adult | 2 |  |  |  |
| Saturday September 17 | Arkell Museum Presentation  | Adult | 0 |  |  |  |
| Wednesday, September 21 | Storytime  | Child 0-5 | 1 | 3 |  |  |
| Wednesday, September 28 | Homeschool Group/Storytime | Child All Ages | 8 | 12 | 11 | 1 |
| Thursday September 29 | Art Club  | Adult  | 3 |  |  |  |
| Friday September 30  | Book Club  | Adult  | 10 |  |  |  |
| Totals | 12 Programs | 3 Child 0-52 Child All Ages7 Adult0 Young Adult  | 42 Adults Attended | 26 Children 0-5 attended | 16 Children 6-11 attended | 1 Youth 12-18 attended |

## Community Collaborations

The library is partnering with local non-profit institutions through the CFOC Advocates for Springfield Grant.

In September, we hosted the Russian History Museum (Jordanville) and Arkell Museum (Canajoharie). On Wednesday, September 7, we had three participants join us to hear about the Russian History Museum’s collection. On Saturday, September 17, Mary Alexander from the Arkell Museum came to give a talk, however the people who had RSVP’d had to cancel (5).

We have a student volunteer from the high school, Hope Morrison, who is helping sticker the spines of our juvenile chapter books. This will make it easier to find books on the shelves and put them back correctly.

Katie Krouse and Melody have been volunteering the past two month’s stickering our picture books, in addition to coming every other week and reading to the children during storytime. The spine stickering has already resulted in more organized shelving and easier access.

In October, we had three volunteers work a total of 14.5 hours.

## Fundraising and Grants

### Submitted:

* *Stewart's Holiday Match* - Submitted for $2,000. $1,500 was written for purchasing materials for a math and science tutoring center/makerspace area in the library. $500 was written for the Summer Reading program. Received $1,250
* *Community Foundation of Otsego County, NY Advocates for Springfield Fund*: Submitted for $500, to coordinate programming between local institutions at the library during the early Fall 2022. Received $500.
* *NYS Construction Aid Grant*: Submitted Intent form for $18,300 to purchase new blinds, new flooring, and ceiling tiles. Received an acceptance from 4CLS to make the full application, due September 9. *(Decided not to pursue due to limitations with the grant for all of the upgrades we need to make.)*
* *FCLS Outreach Grant*- Submitted for $2,000 for outreach materials for Amish community, in connection with and coordination with Elizabeth Stutzman, local Amish schoolteacher. The funds will purchase materials to be checked out and used with the schoolchildren, if awarded.

## Four County Library System Meetings:

 Directors Meeting September 15, 2022: Directors discussed the construction grant, paperback vs. hardcover cataloging strategies, a Challenged Bookclub meeting, closing of the Sidney Center Branch, and the Open Meeting Law.

The Open Meeting Law relaxation of requirements expired Sept. 16, 2022. The following are the rules for videoconferencing of meetings:

* A quorum at a single physical location is required
* Under “extraordinary circumstances” a board member may participate from a location not open to the public
* “Extraordinary circumstances” include, but are not limited to, disability, illness, caregiving responsibilities, or a significant or unexpected factors that preclude attendance
* To invoke “extraordinary circumstances”, a library must hold a public hearing on the subject and then pass a resolution authorizing the use of videoconferencing during extraordinary circumstances
* Board members using extraordinary circumstances to join a meeting remotely from a non-public location may participate in the meeting and vote, but they do not count towards the quorum
* If a library allows public participation at the physical location of the meeting, and a board member is using ‘extraordinary circumstances’ to participate remotely, the public must be allowed to participate remotely.
* The minutes must reflect which board members participated remotely
* Meetings conducted using ‘extraordinary measures’ must be recorded. The recording, or a link to it, must be posted on the website within 5 business days and stay there for 5 years
* The recording must be transcribed upon request
* During the meeting, all board members must be heard, seen, and identified
* Teleconferencing is out, except for executive session
* If public participation is allowed at the physical location, public participation must be allowed remotely as well

 Some key provisions of the law that apply to the library:

* Notice of Meetings: Notice (date, time, and location) of meetings must be given to the public and the news media not less than 72 hours prior to the meeting. When a meeting is scheduled less than a week in advance, notice must be given to the public and the news media “to the extent practicable” at a reasonable time prior to the meeting.
* Board Documents: Documents to be discussed by the board must be posted to the library's website 24 hours before the meeting.
* Minutes: A record or summary of all motions, proposals, resolutions and any matters formally voted upon must be prepared after each meeting and be available within two weeks of the meeting. If votes are not unanimous, minutes must include a record of which trustees voted in favor and which did not.